

DNA REPORT WRITING-CODIS

A. SCOPE

The laboratory report must communicate both the analytical results and the conclusions of the examiner, conveying the essence of the expert testimony in court. The notes and other documentation must support the conclusions of the examiner. Decisions may be made by police officers, attorneys and the courts based on the report alone without examiner clarification, so the report should be able to stand alone. The report must contain the information required in the Laboratory Quality Assurance Manual and the FBI DNA Quality Assurance Audit Document.

Typical casework reporting should follow the recommended reporting statements, as appropriate. It is recognized that not every situation can be represented by these statements and that it may be necessary to modify the statements to accurately reflect the results.

B. REPORTING STATEMENTS

Note: Any statistics reported using the following statements should have four significant figures.

B.1. SEARCHABLE PROFILES

B.1.1 Scenario Example: An unknown profile obtained from an item of evidence is the same as the partial profile obtained from a different item of evidence. This profile is searchable at NDIS.

Reporting Statement: An unknown male DNA profile was obtained from **EVIDENCE 1**. This profile is the same as the detected/partial DNA profile obtained from **EVIDENCE 2**. The profile obtained from **EVIDENCE 1** was searched against the Combined DNA Index System (CODIS) with no matching profile found. This DNA profile will be searched routinely in CODIS. If a matching profile is located, you or a representative of your agency will be contacted. **NAME** is excluded as the source of the DNA profile obtained from **EVIDENCE**.

If suspect reference samples become available, submit them to the laboratory for comparison.

OR

If additional reference samples become available, submit them to the laboratory for comparison.

Document ID	Revision	Approval	Date Published
1792	16	Supervising Criminalist - Biology	12/20/2018 9:36:18 AM

B.1.2 Scenario Example: The DNA profile obtained from an item of evidence matches the suspect reference sample.

Reporting Statement: The DNA profile obtained from the **EVIDENCE** was searched against the Combined DNA Index System (CODIS) with no matching database profiles found. This DNA profile will be searched routinely in CODIS. If a matching database profile is located, you or a representative of your agency will be contacted.

B.1.3 Scenario Example: Missing persons.

Reporting Statement: DNA profiles were obtained from the above reference samples. These profiles have been searched in the Combined DNA Index System (CODIS) with no matching profiles found. These DNA profiles will be searched routinely in CODIS. If a matching profile is located, you or a representative of your agency will be contacted.

OR

A DNA profile was obtained from the **NAME** reference sample. This profile was searched against the Combined DNA Index System (CODIS) with no matching profile found. This DNA profile will be searched routinely in CODIS. If a matching profile is located, you or a representative of your agency will be contacted.

B.1.4 Scenario Example: Reference sample with a consent form.

Reporting Statement: A DNA profile was obtained from the **NAME** reference sample. This profile was searched against the Combined DNA Index System (CODIS) with no matching profile found. This DNA profile will be searched routinely in CODIS.

B.2. CODIS MATCHES

B.2.1 Scenario Example: A match between an unknown forensic profile and an arrestee or convicted offender.

Reporting Statement: Refer to previous reports under **LABORATORY NUMBER** for additional laboratory results, which includes the analysis of the **EVIDENCE** (associated with the hit).

This report is to inform you of an investigative lead.

Document ID	Revision	Approval	Date Published
1792	16	Supervising Criminalist - Biology	12/20/2018 9:36:18 AM

Washoe County Sheriff's Office - Forensic Science Division
DNA REPORT WRITING-CODIS

A search of the Combined DNA Index System (CODIS) showed a match between the DNA profiles from the **EVIDENCE** and **STATE convicted offender # (or arrestee #)**.

The **STATE convicted offender (or arrestee)** sample is from **NAME**:

State ID #:

FBI #:

DOC #/P&P #:

SSN:

DOB:

***An evidentiary reference sample from **NAME** is required to confirm this match. ***

Please provide the laboratory with information regarding the current status of this case and notify the laboratory if the offender named above is determined not to be a perpetrator in this case.

The DNA database match to this profile occurred at **X** STR loci. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

OR (for a partial profile)

The DNA database match to this partial profile occurred at **X** STR loci. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

OR

The DNA database match occurred at **X** STR loci. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

B.2.2 Scenario Example: A match between an unknown forensic profile and an arrestee or convicted offender, found during initial analysis.

Document ID	Revision	Approval	Date Published
1792	16	Supervising Criminalist - Biology	12/20/2018 9:36:18 AM

*Printouts of this document may be out of date and should be considered uncontrolled.
The published version of the document should be viewed on-line in Qualtrax.*

Washoe County Sheriff's Office - Forensic Science Division
DNA REPORT WRITING-CODIS

Reporting Statement: An unknown male DNA profile was obtained from the **EVIDENCE 1**. This profile is the same as the DNA profile obtained from the **EVIDENCE 2**. This unknown male DNA profile was searched against the Combined DNA Index System (CODIS) resulting in a match to **STATE convicted offender # (or arrestee #)**.

The **STATE convicted offender (or arrestee)** sample is from **NAME**:

State ID #:

FBI #:

DOC #/P&P #:

SSN:

DOB:

***An evidentiary reference sample from **NAME** is required to confirm this match. ***

Please provide the laboratory with information regarding the current status of this case and notify the laboratory if the offender named above is determined not to be a perpetrator in this case.

The DNA database match to this profile occurred at **X STR loci**. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

OR (for a partial profile)

The DNA database match to this partial profile occurred at **X STR loci**. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

OR

The DNA database match occurred at **X STR loci**. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

Document ID	Revision	Approval	Date Published
1792	16	Supervising Criminalist - Biology	12/20/2018 9:36:18 AM

*Printouts of this document may be out of date and should be considered uncontrolled.
The published version of the document should be viewed on-line in Qualtrax.*

If fingerprints were unable to be verified for a NV convicted offender, then write the following:

An attempt was made to verify the fingerprint card in the convicted offender sample kit with the fingerprints on file with the Nevada state repository for **NAME**. The prints on the fingerprint card from the convicted offender kit were not of sufficient quality to perform this verification.

B.2.3 Scenario Example: A match between an unknown forensic profile and a volunteer sample.

Reporting Statement: Refer to laboratory report **LXXXX (Agency and Agency case #)** for additional results, which include the analysis of the **NAME** reference sample.

A search of the Combined DNA Index System (CODIS) showed a match between the DNA profile obtained from the **EVIDENCE** and the DNA profile obtained from the **VOLUNTEER NAME** reference sample. The estimated frequency of this matching DNA profile is approximately 1 in **MOST COMMON STATISTIC (e.g. 7.356 quintillion (7.356 x 10¹⁸))** individuals. Based upon these results, it is reasonable to conclude that **NAME** is the source of this DNA profile. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

B.2.4 Scenario Example: A match between a known forensic profile and an arrestee or convicted offender sample.

Reporting Statement: The DNA profile obtained from the **EVIDENCE** was searched against the Combined DNA Index System (CODIS) with no unknown matching profiles found. This DNA profile will be searched routinely in CODIS. If a matching profile is located, you or a representative of your agency will be contacted.

B.2.5 Scenario Example: Case to case match found during initial analysis. Regular report followed by:

Reporting Statement: The DNA profile obtained from the **EVIDENCE** was searched against the Combined DNA Index System (CODIS) resulting in a match with the **OTHER CASE EVIDENCE, AGENCY NAME, and AGENCY CASE #**.

The DNA database match to this profile occurred at **X STR loci**. This DNA profile will continue to be searched routinely in CODIS. If an additional matching

Document ID	Revision	Approval	Date Published
1792	16	Supervising Criminalist - Biology	12/20/2018 9:36:18 AM

database profile is located, you or a representative of your agency will be contacted.

OR (for a partial profile)

The DNA database match to this partial profile occurred at **X** STR loci. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

OR

The DNA database match occurred at **X** STR loci. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

B.2.6 Scenario Example: Two CODIS matches to the same evidence sample, each occurring at a different number of loci

The DNA database matches to this profile occurred at **X** STR loci for the EVIDENCE and X STR loci for the convicted offender sample. The difference in matching STR loci number is due to differences in available STR loci. All common loci between the two samples were identical. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

B.2.7 Scenario Example: Matching case, second report.

Reporting Statement: For additional laboratory results, refer to reports under **LXXXX (Agency and Agency case #)**, which includes the analysis of the **APPROPRIATE EVIDENCE**.

This report is to inform you of an investigative lead.

A search of the Combined DNA Index System (CODIS) showed a match between the DNA profile from the **ABOVE EVIDENCE** and the DNA profile from the **SECOND CASE EVIDENCE** submitted in **SECOND AGENCY and AGENCY CASE #**.

The DNA database match occurred at **X** STR loci. This DNA profile will continue to be searched routinely in CODIS. If an additional matching database profile is located, you or a representative of your agency will be contacted.

B.2.8 Scenario Example: Match between unsolved case and volunteer sample.

Document ID	Revision	Approval	Date Published
1792	16	Supervising Criminalist - Biology	12/20/2018 9:36:18 AM

Reporting Statement: For additional laboratory results, refer to reports under LXXX (Agency and Agency case #) and LXXX (Agency and Agency case #), which includes the analysis of the APPROPRIATE EVIDENCE.

A search of the Combined DNA Index System (CODIS) of the (previously analyzed) DNA profile obtained from the **EVIDENCE** showed a match to the DNA profile from the **VOLUNTEER NAME** reference sample. Comparison of DNA profiles showed the DNA profile obtained from the **VOLUNTEER NAME** reference sample to be the same as the DNA profile obtained from the **EVIDENCE**. The estimated frequency of this matching DNA profile is approximately 1 in **MOST COMMON STATISTIC** (e.g. **7.356 quintillion** (7.356×10^{18})) individuals. Based upon these results, it is reasonable to conclude that **NAME** is the source of this DNA profile.

B.3. PROFILES NOT ENTERED INTO CODIS

B.3.1 Scenario Example: More investigative information needed.

Reporting Statement: The DNA profile obtained from the **EVIDENCE** is not suitable for DNA database searching purposes as more investigative information is needed.

B.3.2 Scenario Example: Improper completion of consent form.

Reporting Statement: Due to improper completion of the volunteer form, the DNA results obtained from the **NAME** reference sample are not eligible for Combined DNA Index System (CODIS) entry for database searching purposes.

B.3.3 Scenario Example: No volunteer form.

Reporting Statement: The **NAME** reference sample was submitted without a volunteer form. Due to this omission, the DNA results obtained from this reference sample are not eligible for Combined DNA Index System (CODIS) entry for database searching purposes.

B.3.4 Scenario Example: Case closed, no further analysis needed. However, the detective would like the profile from the reference sample to be entered into the database. The consent form was not completed correctly; therefore, the reference sample was not analyzed.

Document ID	Revision	Approval	Date Published
1792	16	Supervising Criminalist - Biology	12/20/2018 9:36:18 AM

Reporting Statement: Based on information provided by **CONTACT**, analysis of Control #'s XXX are no longer needed. Due to improper completion of the volunteer form, a DNA profile was not developed for the **NAME** reference sample.

B.3.5 Scenario Example: Juvenile reference sample

Reporting Statement: The Combined DNA Index System (CODIS) does not allow entry of DNA profiles from Nevada juveniles; therefore, the DNA profile obtained from the **NAME** reference sample is not eligible for entry into CODIS for database searching purposes.

B.3.6 Scenario Example: Victim cannot be excluded.

Reporting Statement: This unknown profile was NOT searched against the Combined DNA Index System (CODIS) as the Victim cannot be excluded as the source of the DNA profile. If Victim reference samples become available, submit them to the laboratory for comparison and database eligibility will be re-evaluated.

B.3.7 Scenario Example: Due to a low level of DNA, the number of contributors, and/or the nature of the mixture, the results cannot be searched in the database.

Reporting Statement: Additionally, this mixed DNA result is not suitable for DNA database searching purposes or comparison to DNA results from other cases and no conclusions can be offered should additional suspect reference samples become available.

OR

Additionally, these trace DNA results are not suitable for DNA database searching purposes or comparison to DNA results from other cases and no conclusions can be offered should additional suspect reference samples become available.

OR

Additionally, these trace DNA results are not suitable for DNA database searching purposes, for comparison to DNA results from other cases, or for comparison to additional suspect reference samples should they become available.

B.4. REMOVAL OF SAMPLE FROM DATABASE

Document ID	Revision	Approval	Date Published
1792	16	Supervising Criminalist - Biology	12/20/2018 9:36:18 AM

*Printouts of this document may be out of date and should be considered uncontrolled.
The published version of the document should be viewed on-line in Qualtrax.*

B.4.1 Scenario Example: Victim later identified as the source of the profile that was entered into the database.

Reporting Statement: As a result of the Victim, **NAME**, being the source of the DNA profile obtained from the previously analyzed **ZZZ** stain, this DNA profile has been removed from the Combined DNA Index System (CODIS).

B.4.2 Scenario Example: Profile removed from database after being searched.

Reporting Statement: The unknown profile obtained from the **EVIDENCE** was searched against the Combined DNA Index System (CODIS) with no matching profile found. However, this DNA profile was removed from CODIS as it no longer qualifies for DNA database searching purposes.

Document ID	Revision	Approval	Date Published
1792	16	Supervising Criminalist - Biology	12/20/2018 9:36:18 AM

*Printouts of this document may be out of date and should be considered uncontrolled.
The published version of the document should be viewed on-line in Qualtrax.*